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INFORMS Users,

Please see the latest status update.

• **Punchout Update – for Office Depot Requisitions**

- Punchout: The unit of measure issue related to the Office Depot requisitions has been resolved. Requestors can proceed with placing orders via the Punchout functionality.

• **Automated PO Dispatch process**

- The County has turned on the automated PO dispatch process.
- The automated process is scheduled to run three times daily (11 AM, 4 PM, and 9 PM). Users are no longer required to click on the DISPATCH button. However, there is no harm if users click on the DISPATCH button (Dispatch Option – Print) to finalize their purchase order transaction.
- Note: INFORMS will generate a warning message if the automated dispatch process is running in the background and the user attempts to dispatch the PO online at the same time.

• **New Job Aids**

- SCM – Create a Web Supplier Requisition Job Aid – see attached
- SCM – Running the Shipping and Locations Query Job Aid – see attached
- SCM – Import a Document Job Aid – see attached
- FIN 202 Asset Management (AM) – Manually Scan Asset Record without Scanning a Barcode Job Aid – see attached
- FIN 202 Asset Management (AM) – Mobile Asset Physical Inventory Job Aid – see attached

Please note the Job Aids will soon be available on the [INFORMS Training webpage](#) under each respective course.

• **New Reports and Queries**

**Requisition Query**

- The requisitions query (MD\_ALL\_REQUISITIONS\_DIST) has been updated and now includes the buyer field.

**Project Costing - Projects WorkCenter**

**Navigation:** Finance/Supply Chain (FSCM) > Project Management > Project WorkCenter

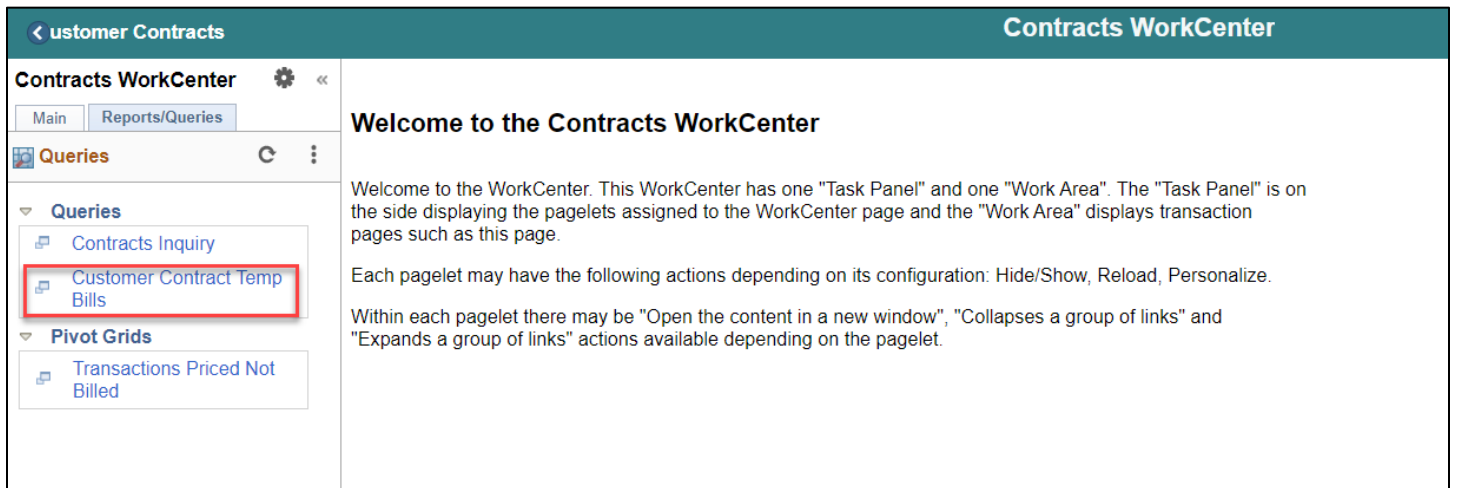
- Project Transaction with Payment Information – Project Transactions with Payment information on Vouchers if applicable
- Project Resource Voucher Payment Query – Project Transactions Detail Voucher Payment information
- Capital Structure Query – Query by department for a list of Program, Projects, and Activities for Capital



## Contracts WorkCenter

*Navigation:* Finance/Supply Chain (FSCM) > Customer Contracts > Contracts WorkCenter

- New Query entitled Customer Contract Temp Bills. This query will show a departments Temporary Bills with the associated original transactions.



## Grants Management Grants WorkCenter

*Navigation:* Finance/Supply Chain (FSCM) > Grants Management > Grants WorkCenter

- Grant Transaction Report – Report for all the department Grants or by specific Grant
- Grants Cash Receipts Reports



## Accounts Payable (AP) WorkCenter

Navigation: Finance/Supply Chain (FSCM) > Payable Operations > Accounts Payable WorkCenter

- Supplier Search Query - Available in the AP WorkCenter (see below). This can be used to search for supplier details (supplier address/SBE classification/ payment method/etc.) via Supplier Id and/or Supplier Name.

Row	Supplier	SBE	Supplier	Additional	DBA Field 1	DBA Field 2	Status	Withholding	Open 4 PO	Address Sequence	Address 1	Address 2	Address 3	Address 4	City	St	Postal	Cntry	Eff Date	Location ID	Location Descr	Status	Method	On Hold	Separate	Handling	Sup Payment	Reason	Message	Email Advice
1	0000010313	N	H & J ASPHALT INC				Approved	Y	Y	1	4310 NW 35 AVE				MIAMI	FL	33142	USA	01/01/1901	1	H & J ASPHALT INC	A	ACH	N	N				Y	
2	0000010313	N	H & J ASPHALT INC				Approved	Y	Y	2	4310 NW 35 AVE				MIAMI	FL	33142	USA	01/01/1901	1	H & J ASPHALT INC	A	ACH	N	N				Y	

Thank you,  
INFORMS Team

For the fastest response to any issues, questions or concerns that you have relating to our go-live of INFORMS Rollout 1 (Finance / Supply Chain), please contact the ITD Service Desk at 305.596-HELP (4357) or via the self-service portal at: <http://myit.miamidade.gov>.